

C-SMART HELP

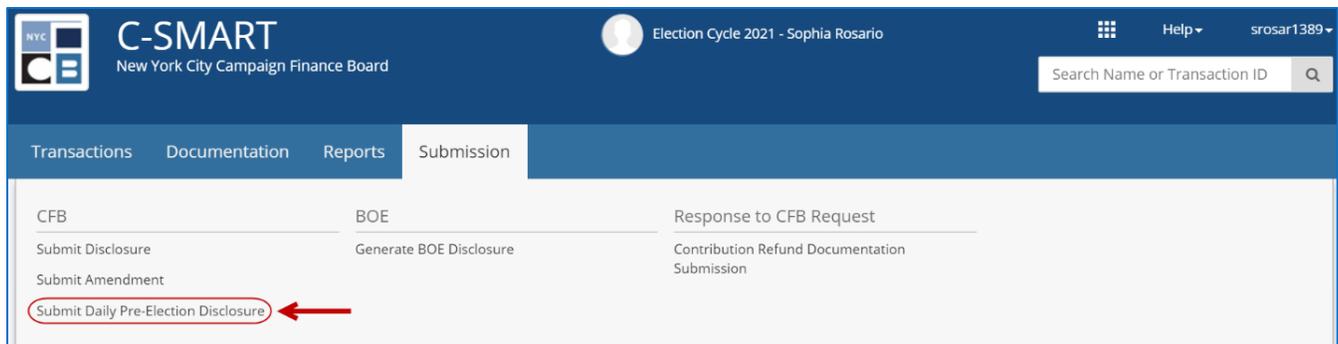
DAILY PRE-ELECTION DISCLOSURE

In the two weeks before an election, you must disclose monetary contributions, in-kind contributions, advances forgiven, loans, bills forgiven, loans forgiven, and transfers from any single source totaling over \$1,000. You must also disclose expenditures (both paid and incurred) to any single vendor and candidate personal political contributions totaling over \$20,000. Each such transaction must be disclosed within 24 hours.

SUBMIT DAILY PRE-ELECTION DISCLOSURE

1. Go to **Submit Daily Pre-Election Disclosure**.

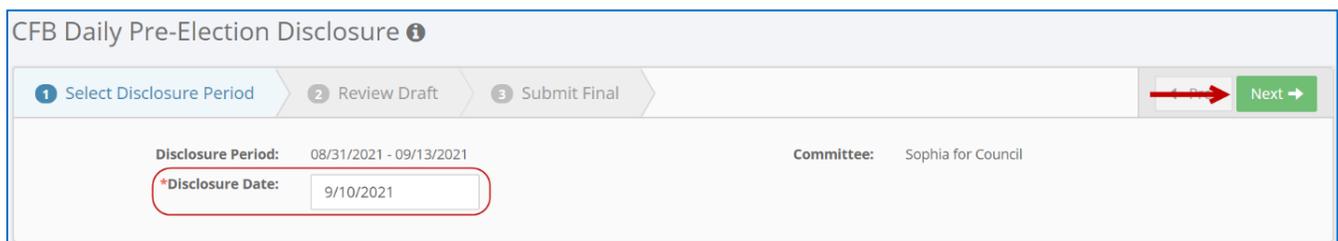
- Hover your cursor over Submission and click Submit Daily Pre-Election Disclosure.



2. Enter the filing details.

- ◆ **Disclosure Date:** Enter the date of the transaction(s).

- Then, click **Next**.



3. Review a draft of your disclosure statement.

- C-SMART will preview the **Pre-Election Contributions** report, which displays all contributions and loans included in the statement. You can also view spending activity by selecting the Pre-Election Expenditures report from the drop-down menu.
- When you are ready to proceed, click **Next**.

CFB Daily Pre-Election Disclosure ⓘ

1 Select Disclosure Period 2 Review Draft 3 Submit Final Next →

Please review your draft submission for accuracy before making your final submission

Select Report: Pre-Election Expenditures

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CFB Daily Pre-Election Disclosure
EXPENDITURES MADE IN EXCESS OF \$20,000

Ordered by Name

Election: 2021
Committee Name: (Sophia for Council 1389/M)
Disclosure Date: 09/09/2021

draft

Vendor Name and Address	Purpose Code: Professional Service Explain: Consulting	Amount: 21,000.00 Liability Date: 09/09/2021 Trans ID: 8436
Rower, Bianca 78-42 Northern Blvd Jackson Heights, NY 11372 (N-Code: IND)		TOTAL: 21,000.00

Best Practice:

- ◆ During this period, enter transactions into C-SMART daily and run the **Daily Pre-Election Disclosure** following these instructions. C-SMART will alert you if you have activity to disclose.
- ◆ Carefully review the draft before submitting the final statement and compare the information in it to the campaign's records to ensure the information is complete and accurate.

Important:

- ◆ Only the candidate and treasurer may submit disclosure statements, though anyone with C-SMART access can view a draft.
- ◆ C-SMART will not allow you to proceed if you have not entered any transactions that require a pre-election disclosure statement to be filed.

- 4. Complete the **Candidate/Treasurer Verification, Itemized Statement Verification, and Confirmation**, and click **Submit**.

CFB Daily Pre-Election Disclosure ⓘ

1 Select Disclosure Period 2 Review Draft 3 Submit Final

Candidate/Treasurer Verification

Candidate or Treasurer must read and verify the following by selection the appropriate button below:
I hereby verify that I am the candidate for the principal/primary committee for which this disclosure statement is to be filed.

Verify as Candidate Date and Time Verified:

I hereby verify that I am on record with the Campaign Finance Board as the treasurer of the principal/primary committee for which this disclosure statement is to be filed.

Verify as Treasurer Date and Time Verified:

Itemized Statement Verification

XXXXX X. XXXXX must read and verify the following by checking the box below:
I, XXXXX X. XXXXX, candidate/treasurer, hereby verify that this disclosure statement is true and correct to the best of my knowledge, information and belief and I understand that by clicking the "Verify" below I am electronically signing my disclosure statement, which shall have the same validity and the effect as a signature affixed by hand.

Verify Date and Time Verified:

Confirmation

XXXXX X. XXXXX must read and confirm his or her understanding of the following by checking the box below:
I, XXXXX X. XXXXX, understand that intentionally or knowingly making a false statement, including but not limited to in the form of an electronic submission, or intentionally or knowingly violating any provision of the New York City Campaign Finance Act, is a Class A misdemeanor pursuant to Section 3-711(3) of the Act.
I, XXXXX X. XXXXX, understand that knowingly making a false written statement, including but not limited to in the form of an electronic submission, is a Class A misdemeanor pursuant to New York State Penal Law Section 210.45.
I, XXXXX X. XXXXX, understand that knowingly offering false written information, including but not limited to in the form of an electronic submission, with the belief that it will become a part of the records of a public office, and with the intent to defraud, is a Class E felony pursuant to New York State Penal Law Section 175.35.

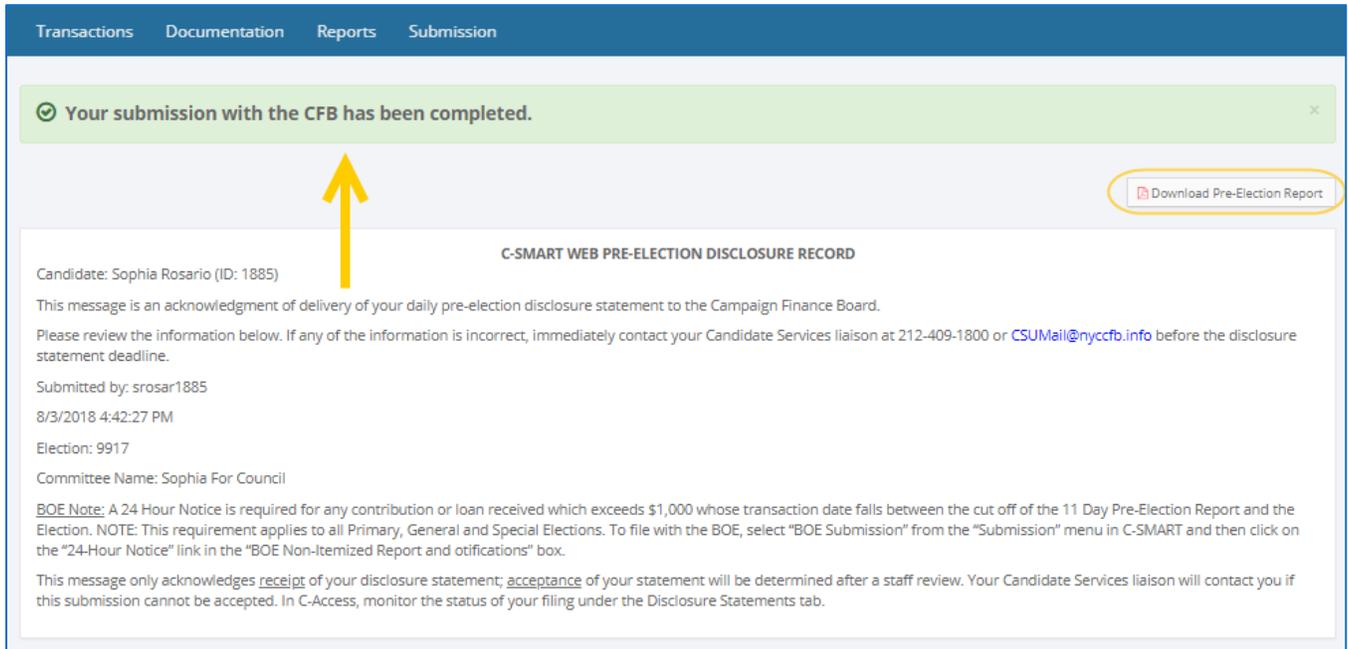
I have read and understand the foregoing Date and Time Verified:

Submit

Important:

- ◆ The candidate or treasurer must read and complete these fields in order to submit the statement.

5. Your disclosure statement has been successfully submitted to the CFB.
 - After the submission is processed, a confirmation message will appear on screen. The candidate and treasurer will also each receive a confirmation email.



Best Practice:

- ◆ If you want to save or print the statement, click **Download Pre-Election Report**.

Important:

- ◆ For a filing to be considered on-time, it must be submitted no later than 11:59 pm on the deadline.

<p>Report Period Codes (BOE File Name)</p> <ul style="list-style-type: none"> A - 32 day Pre-Primary B - 11 day Pre-Primary C - 10 day Post-Primary D - 32 day Pre-General E - 11 day Pre-General F - 27 day Post-General J - January Periodic K - July Periodic L - Off Cycle 	<p>BOE Non-Itemized Report & Notifications</p> <ul style="list-style-type: none"> No-Activity Report 24-Hour Notice In-Lieu-Of Statement
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